

# Indiana Department of Child Services

## Vendor Profile Attachments

### Provider Quick Start Guide

Authorized Vendor Users with either the security of "User Admin" or "Fiscal User" may attach documents within the "Vendor Profile Attachments" page.

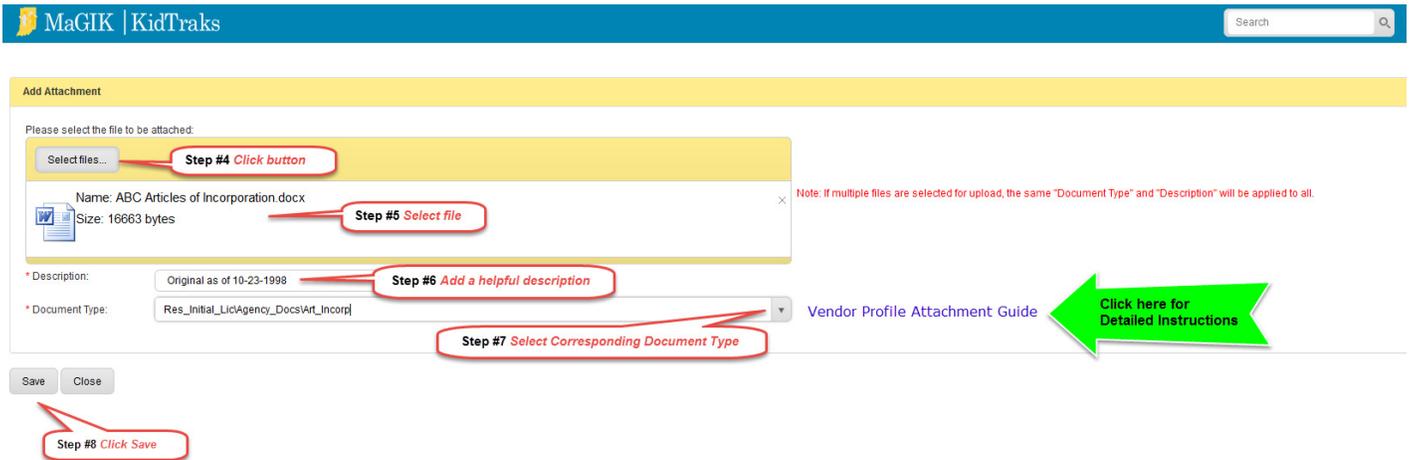
### Navigate

- Step #1 click "Vendor Profile" icon
- Step #2 click "Attachments" tab
- Step #3 click "Add" button



### Add File(s)

- Step #4 click "Select files" button
- Step #5 select file(s) to add
- Step #6 add a helpful description
- Step #7 select the corresponding "Document Type"
  - Start typing in the box to reduce selections
  - Vendor Profile Attachment Guide provides a list of types
- Step #8 click "Save" button



**See “Vendor Profile Attachments”**

**Vendor Profile**

Profile | Contact | E-Invoicing | Subscriptions | **Attachments**

Attachments Add

Document Type	Filename	Description	Created Date	User Name
LCPA_FC\Agency_Docs\IN_Locations	<a href="#">ABC Google Location Information.pdf</a>	Picture taken before we painted building brown recently	01/09/2020	Jane Doe
LCPA_FC_Initial_Lic\Agency_Docs\IN_Locations	<a href="#">ABC Google Location Information.pdf</a>	Picture taken before we painted building brown recently	01/09/2020	Jane Doe
LCPA_Adopt_Ini&Ongoing\Agency_Docs\IN_Locations	<a href="#">ABC Google Location Information.pdf</a>	Picture taken before we painted building brown recently	01/09/2020	Jane Doe
Res_Initial_Lic\Agency_Docs\Art_Incorp	<a href="#">ABC Articles of Incorporation.docx</a>	Updated September 12, 2012	01/09/2020	Jane Doe
Res_Initial_Lic\Agency_Docs\Art_Incorp	<a href="#">ABC Articles of Incorporation.docx</a>	Original as of 10-23-1998	01/09/2020	Jane Doe